

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
OCTOBER 12, 2000**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference at 1:30 p.m. Eastern Daylight Time (EDT) on October 12, 2000 in regular session. The meeting was led by Chair Dr. Charles Brokopp of the Utah Department of Health following the agenda distributed previously to Board members (Attachment A). The list of participants is shown in Attachment B, the new list of action items is given in Attachment C, and the cumulative list of action items is given in Attachment D.

APPROVAL OF MINUTES

The minutes of the September 14, 2000 meeting of this Board were approved as edited.

DESCRIPTION OF PT DATABASE FOR DMRQA

Dr. Brokopp introduced Mr. Chuck Wibby, of Environmental Resource Associates (ERA), who was invited to describe the TracKer(tm) software developed by his company to assist with the effective use of PT sample results. This software was developed in response to the different (hard-copy) reporting formats used by different PT providers. Mr. Wibby noted that all NIST NVLAP accredited PT providers are required to submit standard electronic files to EPA, in EPA-specified format for all PT study parameters. TracKer(tm) is available free of charge to all State or Regional Certification Officers and can be used to manage the results of all PT providers in a consistent and useable format. PT providers would need to also send their standard electronic files to the states.

In the following discussion, it was noted that different PT providers are accommodated, as are multiple studies and unique laboratory-specific identification codes. Since this tool is being offered at no charge to the States, it was agreed that Mr. Wibby be invited to introduce TracKer(tm) at an session during the Sixth NELAC Interim Meeting (NELAC 6i).

STATUS OF STANDARDS AND ISO COPYRIGHT ISSUE - IMPLICATIONS FOR STANDARDS

Ms. Hankins reported that negotiations continue for use of ISO language in the NELAC Standard, and that she anticipated that the NELAC Standard can be posted on the web in the next few days. She alerted the Board that all ISO language will need to be removed from the NELAC Standard this year if an annual funding source (\$25,000) is not identified.

USE OF ARABIC VS. ROMAN NUMERALS

Ms. Hankins noted that a suggestion had been made that reference to the national NELAC meetings be changed from Roman numeral style to Arabic (for example, NELAC 6i rather than NELAC VIIi). The Board agreed with this suggestion.

TRANSFER OF TX PROGRAM TO TNRCC

Ms. Hankins reported to the Board that she has been informed that the environmental laboratory certification program in Texas will be transferred to the Texas Natural Resource Conservation Commission (TNRCC), pending legislative approval. Representatives from TNRCC and TX DoH are active in NELAC .

POLICY ON IMPLEMENTATION DATE

Dr. Jackson reported that the current NELAP accrediting authorities strongly believe that a policy of uniform use of identical standards is essential to support reciprocity. Hence, they have drafted a policy for consideration by this Board. Following clarifying discussion, and agreement on changes to the wording, Dr. Brokopp called for a roll-call voice vote of the Board and chairs on adopting this policy and there were no negative votes. Dr. Jackson will make the requested changes for the Board's review.

PROPOSED MEETING WITH HENRY LONGEST

Dr. Brokopp and Ms. Hankins will request a meeting of Board members with Mr. Longest for late Monday, October 31, 2000.

COMMITTEE REPORTS

Anticipating NELAC 6i next month, the chairs participated in this meeting to coordinate preparations and logistics.

Program Policy & Structure

Dr. Jackson, chair, reported that the committee will be presenting a revised fields of testing model for discussion. This model is based on the joint meeting at NELAC 6, and is based on the matrix/method/analyte approach.

Proficiency Testing

Ms. Burmeister, chair, expects discussions will continue on the scope of accreditation relative to fields of testing. A report from the subcommittee on data reporting is expected.

On-site Assessment

Mr. Ingersoll, chair, reported that the committee will be revisiting training (both basic and technical) to focus on criteria and standards for course development by other groups. He noted that implementation of the Standard is revealing areas for improvement. Several areas of consistency and solutions will be explored.

Accreditation Process

Ms. Cruse, chair, reported that an accreditation flowchart will be proposed, and that the issue of defining mobile laboratories continues to be an unresolved issue.

Quality Systems

Mr. Siders, chair, reviewed the top three issues being faced by the committee: (1) integration of ISO/IEC 17025 into the Standard, (2) ELAB's proposed change to Appendix D.1 (Chemical Testing), and (3) the committees continued work on D.3 (Microbiology Testing).

Accrediting Authority

Mr. Siders, for chair John Anderson, reported that the committee is developing a quality management plan for NELAP recognition of accrediting authorities. It was noted that resolution of the ISO copywrite issue (see above) will strongly effect the wording in this chapter.

Field Activities

Mr. Bivins, chair, reported that the promised draft chapter from the Air Source Emissions Task Team(ASETT) has not met the expected schedule for a consensus draft. Therefore, the draft may not be sufficiently developed to submit to vote at NELAC 7. He noted that the definition of a “mobile laboratory” is inappropriate for many source testing scenarios and will submit language to the Accreditation Process committee to address this problem. He also noted that wording for a general sampling standard, based on ISO 17025, will be proposed.

Regulatory Committee

Dr. Kircher, chair, reported that the committee plans to (1) review the EPA regulatory agenda, (2) review the matrix/method/analyte model for fields of testing, and (3) revisit model legislation and administrative rules issues.

Nominating

Dr. Pearson, chair, was not present at this meeting; Dr. Brokopp noted that he has Email from Dr. Pearson and will appoint Ken Jackson, Carol Batterton and Barbara Finazzo to the nominating committee.

National Database

Mr. Caruso, chair, reported that the committee has no issues to address and he is trying to arrange a presentation by EPA’s database contractor.

Transition

Ms. Labie, chair, has received positive responses to expansion of the committee and reported that planning begun at NELAC 6 is in progress.

Membership and Outreach

Ms. Prevost, chair, reported that the committee plans to review the committee’s mission in the context of changes in NELAC, that review of the website will occur, and that new outreach materials will be considered.

NEW BUSINESS

Dr. Brokopp confirmed with Dr. Billets that the meeting hotel is fully booked for the period of NELAC 6i, although other hotels in the area may have rooms available. He also reported that committee membership appointments are in process. Mr. Matthew S. DeVito and Mr. James Davies will be appointed to the Field Activities Committee.

Dr. Brokopp reported that a recent meeting of ELAB members with senior managers in EPA’s Office of Water was productive .

NEXT MEETING

The next meeting of this Board and committee chairs is scheduled for October 31, 2000 at 8:00am EST, prior to the Opening Plenary session of the Sixth NELAC Interim Meeting.

**JOINT MEETING
NELAC BOARD OF DIRECTORS & COMMITTEE CHAIRS
DRAFT AGENDA
OCTOBER 12, 2000
1:30 - 3:00 PM EDT**

<i>TIME</i>	<i>SUBJECT</i>	<i>PRESENTER</i>
1:30	Description of PT database for DMRQA *	Chuck Wibby
1:35	Approval of Minutes of September 14, 2000, Meeting *	Chuck Brokopp
1:40	Status of standards and copyright issue - implications for standards Use of Arabic vs. Roman numerals Transfer of TX program to TNRCC	Jeanne Hankins
1:45	Policy on Implementation Date *	Ken Jackson
1:50	Proposed meeting with Henry Longest	Chuck Brokopp
1:55	Program Policy & Structure	Ken Jackson
2:00	Proficiency Testing	Barb Burmeister
2:05	On-site Assessment	Bill Ingersoll
2:10	Accreditation Process	Janet Cruse
2:15	Quality Systems	Scott Siders
2:20	Accrediting Authority	John Anderson
2:25	Field Activities	Dan Bivins
2:30	Regulatory Committee	Carl Kircher
2:35	Nominating National Database Transition	Jim Pearson Matt Caruso Silky Labie
2:45	Membership and Outreach	Marge Prevost
2:50	New Business	
3:00	Adjourn	

* Attachment

**NELAC BOARD OF DIRECTORS MEETING
OCTOBER 12, 2000
PARTICIPANTS**

Name	Affiliation	Address
Brokopp, Charles Chair	UT Department of Health	T: (801) 584 - 8450 F: (801) 584 - 8486 E: cbrokopp@doh.state.ut.us
Allen, Ann Marie	MA Dept. of Env. Prot.	T: (978) 682 - 5237 F: (978) 688 - 0352 E: ann.marie.allen@state.ma.us
Billets, Steve Exec. Secy, Acting	USEPA/ORD	T: (702) 798 - 2232 F: (702) 798 - 2261 E: :billets.stephen@epa.gov
Hankins, Jeanne Director	USEPA/ORD	T: (919) 541 - 1120 F: (919) 541 - 4261 E: hankins.jeanne@epa.gov
Kimsey, Paul	CA Department of Health Services	T: (510) 540 - 2411 F: (510) 540 - 3075 E: pkimsey@dhs.ca.gov
Labie, Sylvia	FL Department of Environmental Protection	T: (850) 488 - 2796 F: (850) 922 - 4614 E: labie_s@dep.state.fl.us
Pearson, James	VA Division of Consolidated Lab Services	T: (804) 786 - 7905 F: (804) 371 - 7973 E: jpearson@dgs.state.va.us
Rhyne, Anne	TX Natural Resource Conservation Commission	T: (512) 239 - 1291 F: (512) 239 - 6410 E: arhyne@tnrcc.state.tx.us
Sample, Jackie	US Navy/US Department of Defense	T: (843) 764 - 7337 F: (843) 764 - 7360 E: SampleJH@navsea.navy.mil
Slayton, Joe	USEPA/Region 3	T: (410) 305-2653 F: (410) 305-3095 E: slayton.joe@epa.gov
Anderson, John (absent)	Accrediting Authority, Chair	
Bivins, Dan	Field Activities, Chair	
Burmeister, Barbara	Proficiency Testing, Chair	
Caruso, Matt	National Database, Chair	

Name	Affiliation	Address
Cruse, Janet	Accreditation Process, Chair	
Ingersoll, Bill	On-site Assessment, Chair	
Jackson, Ken	Program Policy and Structure	
Kircher, Carl	Regulatory Coordination, Chair	
Prevost, Marge	Membership and Outreach, Chair	
Siders, Scott	Quality Systems, Chair	
Wibby, Chuck (invited)	Environmental Resource Associates	
Tatsch, Gene (Contractor Support)	Research Triangle Institute	T: (919) 541 - 6930 F: (828) 628 - 0659 E: cet@rti.org

**NELAC BOARD OF DIRECTORS MEETING
OCTOBER 12, 2000
NEW ACTION ITEMS**

Item No.	Action	Status
1	Ms. Hankins will make arrangements for demonstration of ERA's TracKer(tm) software to the States at NELAC 6i.	
2	Committees must remove all ISO language from their chapters this year if an annual funding source is not found.	
3	Reference to national NELAC meetings will use arabic meeting number notation (e.g., NELAC 6i)	In use
4	Dr. Jackson will make the requested changes to the policy for Effective Date of Implementation of the NELAC Standard for the Board's review.	

**ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS MEETING
OCTOBER 12, 2000**

Date of Meeting	Action	Status
04/13/2000	Dr. Jackson, and Dr. Kimsey will provide a short summary of recent Accrediting Authority workgroup teleconferences to Ms. Hankins to be included in the materials for the next board meeting. (Will be an on-going item).	On-going
01/11/1999	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the NELAC Website. They are to submit these to the Membership and Outreach Committee.	On-going
09/23/1999	Dr. Jackson will draft a policy for responding to future offers of NELAC-associated activities at national meetings.	On-going
01/18/2000	Ms. Hankins will seek clarification on USEPA's NELAC staffing plans.	Clarification requested; awaiting response
01/18/2000	Dr. Jackson will update a mailing list and finalize a letter to encourage participation in NELAC committees.	Completed
	Board members will place follow-up calls to recipients as needed.	On-going
05/04/2000	The Membership and Outreach committee will draft a policy addressing the logistics of web-submitted issues: routing, response, etc.	On-going
05/04/2000	Barb Burmeister will Email the PT committee's process for responding to nominations to Jeanne Hankins.	On-going
05/08/2000	Dr. Brokopp will explore organizational issues with ECOS.	Ongoing
7/26/00	Dr. Brokopp will continue to lead exploration of viable options, including financial issues.	Ongoing
7/13/00	Board members to forward names of persons to fill Board vacancy.	Ongoing
7/13/00	Ken Jackson will inform NELAP accrediting authorities of Board's decision to: 1. announce primary accreditations of NELAP-accredited laboratories the first week of 2001, and 2. Announce secondary accreditations thereafter.	Completed. Followup: AAs to inform their labs
7/13/00	Chuck Brokopp will draft thank you note to Robbie Roberts of ECOS for his assistance.	In progress

Date of Meeting	Action	Status
7/13/00	The Program Policy and Structure Committee is tasked with developing specific draft wording of a reorganized NELAC at NELAC 6i.	Ongoing
8/10/00	Mr O'Neil will send a meeting agenda to Ms. Hankins who will share it with the NELAC Board.	Completed
8/10/00	Ms. Allen, Ms. Labie, and Dr. Brokopp will draft a plan, based on the most recent work by the transition committee, for submittal to EPA	Ongoing
8/10/00	Board members are to identify suitable candidates for the vacant Board position	Ongoing
8/10/00	Each committee liaison is to identify the three most important issues for their committee at NELAC 6i: Dr. Brokopp will remind committee chairs.	Completed
8/10/00	Dr. Tatsch will forward the list of NELAC representatives, and the revised directory, as soon as final checking of the database is complete.	Ongoing
9/12/00	Dr. Billets will make the necessary logistical arrangements so the APG can demonstrate the Accrediting Authority Management System at NELAC VIi.	Ongoing
9/12/00	Mr. Parr will draft a NELAC-7i proposal for Dr. Brokopp, Ms. Labie, Dr. Kimsey to review prior to presentation to the full Board.	Ongoing
9/12/00	Dr. Brokopp will request a meeting with Mr. Longest late Monday, 10/31/00.	Ongoing
9/12/00	Ms. Hankins will draft a policy to address change of status (Voting - Contributor) of a committee member.	Ongoing
9/12/00	Dr. Brokopp will request that Dr. Kircher nominate other candidates for the Regulatory Coordination committee.	Completed
9/12/00	Mr. Parr, Drs. Jackson & Brokopp, and Ms. Labie will draft a response to the American Lab article.	Ongoing
9/12/00	Ms. Sample will draft a proposal to the Board for Department of Defense to co-sponsor the Seventh NELAC Interim Meeting.	Ongoing